



MALACAÑANG

Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacanang

(Presidential Broadcast Staff-Radio Television Malacañang)

Maynila

MEMORANDUM

July 23, 2018

TO : ALL RTVM EMPLOYEES

FROM : THE EXECUTIVE DIRECTOR

SUBJECT : GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE BUSINESS INTEREST AND FINANCIAL CONNECTIONS

A. BACKGROUND

The Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which aims to promote a high standard of ethics in public service, mandates all public officials and employees shall at all times be accountable to the people, and requiring them to file under oath their Statements of Assets, Liabilities and Networth (SALN) and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen(18) years of age living in their households;

Pursuant to CSC Resolutions Nos. 060231, 1300455 and 1500088, each department/agency shall formulate its own Review and Compliance Procedures in Filing and Submission of SALN and create a Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

B. OBJECTIVE:

To ensure that all officials and employees covered by RA 6713 submit upon assumption of office and during such period as may be required by law, a declaration under oath of the Statements of Assets, Liabilities and Networth (SALN).

To establish a review and compliance procedure in the filing and submission of SALN to the respective SALN repository agencies.

To create a Review and Compliance Committee who will conduct the review and compliance procedure of SALN.

C. COVERAGE

All officials and employees holding regular plantilla positions regardless of employment status.

D. GUIDELINES

D.1 Filing and Submission of SALN

- ✚ All officials and employees holding regular plantilla positions under permanent and temporary status shall file under oath their SALN and Disclosure of Business Interest and Financial Connections using CSC SALN Form (Revised as of January 2015) and submit the same to the Human Resource Management Officer , to wit:
 - ✓ Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - ✓ On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - ✓ Within thirty(30)days after separation from the service, statements of which must reckoned as of his/her last day of office;
- ✚ Employees shall be guided by the CSC issued guidelines in the filing out of the SALN Form

D.2 Persons authorized to review and evaluate the submitted SALN

- ✚ The SALN Review and Compliance Committee which composed of one(1) Chairman and two(2) members is authorized to receive, through the agency's HRMO the submitted SALN and to evaluate if the same has been submitted on time, complete and in proper form.
- ✚ The Committee shall prepare an alphabetical list of employees to the Executive Director, to be submitted to the Civil Service Commission; copy furnished the Office of the Ombudsman on or before May 15 of every year:
 - ✓ Those who filed their SALNs with complete data;
 - ✓ Those who filed their SALNs but with incomplete data; and
 - ✓ Those who did not file their SALNs

D.3 Ministerial Duty of the Executive Director to Issue Compliance Order

- ✚ Immediately upon receipt of the aforementioned list and recommendation from the SALN Review and Compliance Committee, it shall be the ministerial duty of the Executive Director to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three(3) days from receipt of said order.
- ✚ Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

D.4 Sanction for Failure to Comply/Issuance of a Show-Cause Order

- ✚ Failure of an employee to submit/correct his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section D.3 hereof shall be a ground for disciplinary action.
- ✚ The Executive Director shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service (2017 RACCS).
- ✚ Section 50 (D8), Rule 10 of 2017 RACCS states that offense for failure to file SALN shall be:

1st Offense – Suspension for one(1)month and one(1)day to 6 months

2nd offense - Dismissal from the service

D. 5 Deadline of submission of SALNs to repository agencies

- ✚ The HRMO shall transmit /submit all original copies (both soft and hard copies) of SALNs received to the repository agencies on or before June 30 of every year.

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|--------------------------------------------------|---|--------------------------|
| ✓ Executive Director
(Presidential Appointee) | - | Office of the President |
| | - | Deputy Ombudsman |
| | - | Civil Service Commission |
| ✓ RTVM employees | - | Deputy Ombudsman |
| | - | Civil Service Commission |

E. REPEALING CLAUSE

All previous issuances inconsistent with this Memorandum are deemed repealed or modified accordingly.

F. EFFECTIVITY

This Memorandum shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.


DENNIS WILFRED P. PABALAN
Executive Director